

Lynchburg Parking Authority

Minutes

City Manager's Office
900 Church Street
Lynchburg, VA 24504

Tuesday, July 13, 2010
3:00 p.m.

Members Present: Michael Gillette, Ripley Owen, Tom Gerdy

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx, Donna Witt, Susan Hargis

Others Present: Alicia Petska

Meeting was called to order by Councilman Gillette. Mr. Payne announced that Terri Proffitt had resigned from the Parking Authority. That, with the expiration of Council Member Dodson's term, and the resignations of Angela Hamilton as the Executive Director of Lynch's Landing and Dennis Howard from the Authority, meant that there were only three active Parking Authority members, with four vacancies to be filled.

Minutes for the June 8, 2010 meeting were approved.

Old Business

The 2nd level of the Clay Street Deck will have a pay station. The pay station will accept cash, coins, debit and credit cards. There was unanimous support from the committee to use pay by space (no receipt). We still need to decide if we want to use pay and display for on-street parking per Kim.

Tom Gerdy – Q – What are the first 2 phases?

Norman Hale – A – (1) Installation of parking software; (2) Installation of pay station on Clay Street Parking Deck.

Handheld devices are presently being programmed. Norman showed the committee an actual handheld unit.

Q - When will the handheld units go into service?

A – First implementation meeting with Duncan Solutions and city departments has been scheduled for August 11 at 1:00 p.m.

Norman showed the committee parking signage samples. This signage would be used for on and off street parking. Numbers will be painted at the rear of each space. There were a couple of logos to choose from. The committee unanimously agreed with the human figure at the pay station.

We have gotten feedback from Duncan Solutions as to the proposed date for software installation and the programming of the handheld units. This will be done simultaneously. Norman spoke with Farmville and they got there's up and running in a month. He is not sure we can meet that same goal. The Authority has agreed with September 1, 2010 as the proposed date to go live. The proposed date for the signage on-street is October 2010. The proposed date for on-street pay stations is fall of this year. The Authority is comfortable with moving ahead with all proposed dates. Kim's concern is notifying stakeholders of the changes that are forthcoming.

We may find that we will have to address Court Street since the new J&D Courthouse will be opening soon. The focus of our demand could shift per Kim. This will take pressure off of Church Street. It is necessary to get the pay station on the Clay Street Deck. We need to also realize that we cannot build another parking deck until we have utilized all the existing parking in this area. As the pressure grows there will be movement onto the private property.

Tom Gerdy – Q – Can we get some basic literature into the hands of the private owners educating them about the new science?

Norman Hale – A – We need to come up with a standard signage. We need to get a complete package out there. Kim – Maybe we could contact Walker and ask them if they have some information. Norman has already had conversations with Walker and Kimberly Horne & Associates. They do have a pamphlet that can be modified. We are working on it. It is critical that this happens very soon. Norman will bring the Authority back some material to review.

Parking Management budget is connected with the vision. The Budget was approved by council. We will review on a monthly basis.

Michael Gillette – Q – How are revenues doing?

Kim Payne – A – We are only 2 weeks into the fiscal year. No, we don't have anything to report. It is too soon.

Michael Gillette – Q – Can we get quarterly updates?

Kim Payne – A – Yes.

Norman has scheduled the first meeting at the First Unitarian Church- no time yet. Meetings will be scheduled on Main Street, Church Street, etc. Norman asked that an Authority representative attend each of the meetings. The Authority agreed and will work out a schedule.

Next Steps

We are down 4 members and need to take steps to fill these seats. The Authority unanimously agreed to 2 council members remaining on the committee. Gillette feels that this group needs to become independent as quickly as possible. Kim said that it will be at least another year before this can happen. It was agreed that Council members on the Parking Authority would be assigned a 1 year term. It was also agreed that a staff member of Lynch's Landing would be a conflict of interest. However, it was agreed that a board member would be acceptable. We will need someone with a financial background and a committed resident. We need to get a list together of potential committee members and bring the list to the next meeting. Gillette will continue as Vice Chairperson.

Next meeting scheduled for August 10, 2010.

Meeting adjourned